

Retention and Classification Report

Agency: Park City (Utah). Leisure Services (3021)

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Records Officer

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AGENCY: Park City (Utah). Leisure Services

SERIES: 21400

3

TITLE: Americans With Disabilities Act records

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). Leisure Services

SERIES: 21400

TITLE: Americans With Disabilities Act records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 21401

3

TITLE: As-built construction plans and specifications

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are the final plans and specifications for approved and constructed municipal buildings.

RETENTION:

Retain Permanent, may be transferred to State Archives

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22780

3

TITLE: Board of director's minutes

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION:

Retain permanently, may be transferred to the State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 3.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22780

TITLE: Board of director's minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 21402

3

TITLE: Building and grounds maintenance log

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION:

Retain 3 years, after completion of repairs

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after completion of repairs and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22781

3

TITLE: Circulation records

DATES: 1983-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION:

Retain until items returned and late fees paid.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 4.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until items returned and late fees paid and then delete.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22781

TITLE: Circulation records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22772

3

TITLE: Daily sign-in sheets

DATES: 1997-2015.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION:

Retain 1 day.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 22.

AUTHORIZED: 06/25/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 day or until administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22772

TITLE: Daily sign-in sheets

(continued)

PRIMARY CLASSIFICATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Park City (Utah). Leisure Services

SERIES: 21405

3

TITLE: Daily work logs

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 21406

3

TITLE: Equipment maintenance and repair records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain 2 years. Records are in electronic format.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22783

3

TITLE: Holding catalog

DATES: 1987-

ARRANGEMENT: Numerical

DESCRIPTION:

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION:

Retain until catalog closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 6.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until catalog closed and then delete.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22783

TITLE: Holding catalog

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22767

3

TITLE: Interlibrary loan records

DATES: 1988-

ARRANGEMENT: Reverse chronological

DESCRIPTION:

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION:

Retain until request completed or cancelled, applicable fees and fines paid, material returned, and statistics collected.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 7.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until request completed or cancelled, fees/fines paid and then destroy.

AGENCY: Park City (Utah). Leisure Services

SERIES: 22767

TITLE: Interlibrary loan records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22776

3

TITLE: Library accession records

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 1.

AUTHORIZED: 03/31/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22776

TITLE: Library accession records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22777

3

TITLE: Library annual report

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual report by the library board of directors required by UCA 9-7-406(1) (1997) "to the city governing body on the condition and operation of the library, including a financial statement." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION:

Retain permanently, may be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 2.

AUTHORIZED: 03/31/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Park City (Utah). Leisure Services

SERIES: 22777

TITLE: Library annual report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22784

3

TITLE: Library complaints

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

RETENTION:

Retain 1 year after resolution.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 8.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after resolution and then destroy.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22784

TITLE: Library complaints

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22785

3

TITLE: Library operation policies

DATES: 1983-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION:

Retain permanently, may be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 9.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Park City (Utah). Leisure Services

SERIES: 22785

TITLE: Library operation policies

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22786

3

TITLE: Library Services and Construction Act (LSCA) grant files

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Construction Act grants, which are regranted by the Utah State Library Division to public libraries (34 CFR 770 (1997)). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 10.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after expiration of contract and then destroy provided all claims and litigation have been resolved and audits completed.

AGENCY: Park City (Utah). Leisure Services

SERIES: 22786

TITLE: Library Services and Construction Act (LSCA) grant files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22768

3

TITLE: Lost library materials and refund receipts

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 11.

AUTHORIZED: 03/31/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22768

TITLE: Lost library materials and refund receipts

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22787

3

TITLE: Patron assistance publications

DATES: 1997-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION:

Retain until administrative need ends then transfer the significant items to the State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 12.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22787

TITLE: Patron assistance publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22769

3

TITLE: Patron requests

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 13.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until request is filled, fill is attempted or denied and then destroy.

AGENCY: Park City (Utah). Leisure Services

SERIES: 22769

TITLE: Patron requests

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22788

3

TITLE: Planning and evaluation studies

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION:

Retain until superseded.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 14.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Park City (Utah). Leisure Services

SERIES: 22788

TITLE: Planning and evaluation studies

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22789

3

TITLE: Public library services development grant records

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 15.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after expiration of contract and then destroy provided all claims and litigation resolved and audits completed.

AGENCY: Park City (Utah). Leisure Services

SERIES: 22789

TITLE: Public library services development grant records

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22770

3

TITLE: Registration records

DATES: 1983-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 16.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration or inactive and then destroy.

AGENCY: Park City (Utah). Leisure Services

SERIES: 22770

TITLE: Registration records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(l)(c) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 21590

3

TITLE: Reservation records

DATES: 1986-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 19, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). Leisure Services

SERIES: 21590

TITLE: Reservation records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Park City (Utah). Leisure Services

SERIES: 22790

3

TITLE: Shelf list

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION:

Retain until catalog closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 17.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until catalog closed and then destroy.

APPRAISAL:

Administrative

AGENCY: Park City (Utah). Leisure Services

SERIES: 22790

TITLE: Shelf list

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22791

3

TITLE: State library annual report

DATES: 1998-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual report required by UCA 9-7-211 (1997) to be submitted by "all municipal, city, county, and public school libraries" to the state librarian. It reports "on the condition and affairs of the library as required by the State Library Board." The State Library retains the record copy of these reports permanently.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 18.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative Historical

AGENCY: Park City (Utah). Leisure Services

SERIES: 22791

TITLE: State library annual report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Leisure Services

SERIES: 22771

3

TITLE: Statements of unreturned materials

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 4.

AUTHORIZED: 06/25/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until items are returned or paid for and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Leisure Services

SERIES: 22792

3

TITLE: Strategic plans

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 19.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Park City (Utah). Leisure Services

SERIES: 22792

TITLE: Strategic plans

(continued)

PRIMARY CLASSIFICATION:

Public